

## **WARREN COUNTY BOARD OF SUPERVISORS**

### **COMMITTEE: COUNTY CLERK - MOTOR VEHICLES (INCLUDING HISTORIAN)**

**DATE: SEPTEMBER 24, 2009**

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#### **COMMITTEE MEMBERS PRESENT:**

SUPERVISORS KENNY  
BELDEN  
STRAINER  
PITKIN

#### **OTHERS PRESENT:**

PAMELA VOGEL, COUNTY CLERK  
JODY ROSS, DEPUTY COUNTY CLERK  
FREDERICK MONROE, CHAIRMAN  
HAL PAYNE, COMMISSIONER, ADMINISTRATIVE & FISCAL SERVICES

#### **COMMITTEE MEMBER ABSENT:**

SUPERVISOR SHEEHAN

JOAN SADY, CLERK OF THE BOARD  
KEVIN GERAGHTY, BUDGET OFFICER  
SUPERVISOR TAYLOR  
SUPERVISOR THOMAS  
SUPERVISOR SOKOL  
SUPERVISOR GIRARD  
SUPERVISOR STEC  
THOM RANDALL, *ADIRONDACK JOURNAL*  
JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

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Mr. Kenny called the meeting of the County Clerk - Motor Vehicles (Including Historian) Committee to order at 9:36 a.m.

Motion was made by Mr. Belden, seconded by Mr. Strainer and carried unanimously to approve the minutes of the August 24, 2009 Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Pamela Vogel, Warren County Clerk, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Pertaining to the pending item, observation of the workload relative to the abolishment of a Department of Motor Vehicles (DMV) Clerk position in May 2009, Mrs. Vogel reported that current staffing was insufficient for the service window requirement. She noted that she was awaiting examination results for the DMV Clerk position which were expected in late October. She apprised that a senior level employee was currently out on medical leave. Mrs. Vogel noted that there were 50 vacation days to be used in the DMV, and the Department had processed over 2,000 phone messages which utilized the new voice messaging system.

Mrs. Vogel presented a request for a transfer of funds from various codes for a total amount of \$1,400 of which \$1,200 was necessary to allow part-time staff to continue employment with the DMV during periods of vacancies and medical leaves, and \$200 for

the purchase of a locked cabinet for legal recordings.

Mrs. Vogel explained that funds in the part-time salaries account would be exhausted in early October, and the transfer of funds would sustain the part-time staff salary until examination results were available. The second fund transfer, Mrs. Vogel stated, was for the purchase of two locked cabinets which were essential to the Office. She noted that she had utilized opportunities to refurbish used storage units (paint and repairs) with the help of Rick Bolton in the Buildings and Grounds Department.

Motion was made by Mr. Belden, seconded by Mr. Pitkin and carried unanimously to approve the request to transfer funds as outlined above, and to refer same to the Finance Committee. *A copy of the Request for Transfer of Funds is on file with the minutes.*

Mrs. Vogel requested permission for herself and Jody Ross, Deputy County Clerk, to attend the New York State Association of County Clerk's meeting to be held on September 29, 2009 in Syracuse, New York, with a registration fee of \$40.

Motion was made by Mr. Pitkin, seconded by Mr. Strainer and carried unanimously to approve the request for travel as outlined above. *A copy of the Authorization to Attend Meeting or Convention is on file with the minutes.*

Mr. Pitkin inquired about office management when both Department Heads were out of the Office and Mrs. Vogel recognized the possible challenges with both individuals absent. She apprised the necessity of having Mrs. Ross attend the conference to represent the DMV. She noted that their attendance would be contingent upon the status of Office operations at the close of the business day preceding the meeting.

Mrs. Vogel announced that she had received verbal verification that full funding in the amount of \$72,192 for the Local Government Records Management Improvement Fund (LGRMIF) Grant would be received; however, she stated, her Office was not yet in receipt of the written notice of funding and the final amount was still subject to change.

She presented a tentative request to amend the County budget to increase estimated revenues and appropriations in the amount of \$72,192 (subject to change) to reflect the receipt of LGRMIF funding.

Mr. Kenny asked Mrs. Vogel if she expected to receive the notice prior to the October 7, 2009 Finance Committee meeting and Mrs. Vogel stated that she could not be certain. Mr. Kenny recommended that the request be approved contingent upon receipt of the written award notice and authorized for referral to the Finance Committee meeting. He noted that with this approval and contingency, it would not be necessary for the Committee to meet again relative to this request.

Motion was made by Mr. Strainer, seconded by Mr. Belden and carried unanimously to

approve the request as outlined above and to refer same to the Finance Committee.

For information only, Mrs. Vogel apprised of the workload status resulting from the unfilled resignation effective August 28, 2009 in the Public Records (imaging, indexing) services area. She noted that statute required verification of the intermittent changing of duties within the Public Records area to preserve integrity and Mrs. Vogel pointed out that staffing numbers had not changed since 1999. Additionally, she said, there were 45 remaining vacation days for 2009 to be used in the recording and filing area.

Mr. Thomas entered the meeting at 9:45 a.m.

Mrs. Vogel suggested that a future Committee meeting discussion include methods by which to fund various expenses in the County Clerk's Office. She recommended consideration of an increase in part-time versus full-time staffing, and the exploration of applying mortgage tax expense to fund other essential services within the County Clerk's Office. She apprised that the bylaws entitled the County Clerk to collect the necessary funds for administrative expenses from mortgage tax revenues. She noted that the mortgage recording process for Warren County was an approximately \$5 million operation.

Mrs. Vogel reiterated that a viable method by which to generate revenue for the County Clerk would be to allow a portion of the County mortgage tax revenue, which could range anywhere from \$1,000 to \$500,000, to offset County Clerk expenses. This revenue, she explained, could equal the cost of one full-time or part-time position, whereby employees would share the workload. Furthermore, she said, nearly all counties in New York State, with the exception of four or five, of which Warren County was one, used this method to generate additional funds from mortgage tax revenue.

According to Mrs. Vogel, more information was required for further Committee review and Mr. Belden expressed his agreement. In order to fully analyze this option as a potential revenue stream, Mrs. Vogel stated that she would bring additional information to the next Committee meeting.

A discussion ensued.

Mr. Geraghty commended Mrs. Vogel for her efforts to seek alternative funding streams to sustain essential services. Mr. Kenny stated that the mortgage tax option would be considered at the next County Clerk - Motor Vehicles Committee meeting.

Responding to an inquiry from Mr. Belden regarding mortgage tax, Mrs. Vogel reported that the August 2009 figures had decreased, the DMV was doing well with a \$32,000 increase over the previous year to date, and over the counter revenue was at \$7.5 million for the County Clerk's Office; therefore, she stated, the figure would be close to \$9 million prior to the distribution of funds. She stated that she was uncertain if the \$2.1 million budgeted amount for 2009 mortgage tax would be realized.

There being no further business to come before the County Clerk - Motor Vehicles Committee, on motion made by Mr. Pitkin and seconded by Mr. Strainer, Mr. Kenny adjourned the meeting at 9:55 a.m.

Respectfully Submitted,

Joanne Collins, Legislative Office Specialist